

NEW INSTRUCTIONS - Claiming for Operating Costs – Effective Fall Quarter 2006

PLEASE NOTE: Commencing fall quarter 2006, operating expenses must be claimed via the automated system. You can go to ADMIN on the main menu bar in the system, enter your data and it will be included on your A-19 Invoice Voucher.

“Operating Costs” means the costs related to staff time, supplies, and/or contracted claiming agents performing functions which are required to operate the Medicaid Administrative Match (MAM) program or time study. These functions include:

- Accessing the Medicaid time study form(s) and making copies for distribution
- Distributing the time study forms to participating staff
- Collecting the completed forms from staff and reviewing for signatures
- Inputting the time study information into the automated system
- Accessing the automated system, verifying, and updating calendar information
- Accessing the automated system, updating, and verifying staff and security information
- Preparing for and presenting Medicaid training to participating staff

Functions/Expenses Not Allowed:

- If billing/claiming agents are paid on contingent or percentage of the MAM claim
- If costs for staff performing the above operations are included in the overhead or indirect rate calculation
- If the operational activity performed is not related to MAM claiming, or is part of the normal responsibilities of the staff
- If staff performing the operating activity is paid out of federal funds

Documentation Requirements:

Any claim made for reimbursement must be able to be supported by accounting records. Examples include:

- Time logs and payroll reports
- Payment documents to claiming/billing agents, contracted staff, etc., that detail the dates and functions performed
- Contract or agreement with agents, etc., stating the period of performance, rate of payment and services rendered for the fees
- Receipts for expenditures

No MER needs to be applied to this activity.